



**PRAIRIE STATE LEGAL SERVICES**  
*Equal Access to Justice*

# Preparing Your Request

Once you determine your records' eligibility, you may begin preparing your request. This can be done with the assistance of an attorney or on your own.

## Consult an Attorney

- With this method, it is still recommended that you follow the steps to determine your records' eligibility before getting assistance. However, have the attorney review the records as there are several exceptions to the general rules. Having your Illinois State Police (ISP) records ready will help the attorney provide you with answers faster.
- **Resources:**

Prairie State Legal Services	(815) 953-2750
Illinois State Bar Association Lawyer Referral	(800) 922-8757

## Prepare the Request On Your Own (*pro se*)

- Illinois Legal Aid Online (ILAO) provides a guide to preparing your own expungement/sealing request. This is one of the best resources to help you better understand the expungement/sealing process.
- **Resource:**

Illinois Legal Aid Online (ILAO)	<a href="https://www.illinoislegalaid.org/legal-information/expunging-or-sealing-criminal-record">https://www.illinoislegalaid.org/legal-information/expunging-or-sealing-criminal-record</a>
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- The Illinois Supreme Court also has important resources for those who are preparing the request independently.

- **Resources:**

Illinois Supreme Court's standardized expungement/sealing request forms	<a href="http://www.illinoiscourts.gov/Forms/approved/expungement/expungement.asp">http://www.illinoiscourts.gov/Forms/approved/expungement/expungement.asp</a>
Illinois Supreme Court' standardized e-filing waiver (for those who qualify for e-filing)	<a href="http://www.illinoiscourts.gov/Forms/approved/efiling_exemption/efiling_exemption.asp">http://www.illinoiscourts.gov/Forms/approved/efiling_exemption/efiling_exemption.asp</a>
Illinois Supreme Court's standardized Fee Waiver (for those who qualify)	<a href="http://www.illinoiscourts.gov/Forms/approved/procedures/Fee_Waiver.asp">http://www.illinoiscourts.gov/Forms/approved/procedures/Fee_Waiver.asp</a>

**Disclaimer:** The information here is legal information and not legal advice. There are various exceptions in the general information here. Seek the assistance of an attorney to determine whether your records meet an exception.